

# **Program Application Guidance and Evaluation**

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# Contents

- ❑ Purpose of Program Application Guidance
- ❑ Overview of Grant Programs Administered by DRPT
- ❑ Six Year Improvement Program
- ❑ Grant Program Calendar
- ❑ Transit Sustainability and Investment Policy
- ❑ State Grant Programs
- ❑ Federal Grant Programs
- ❑ Next Steps

# Purpose of Program Application Guidance

- ❑ Support Item 449.E of the 2008 Appropriations Act – incorporate principles of local maintenance of effort, transit sustainability, public benefit, and asset management into all public transportation programs
- ❑ Improve application process by providing information on program eligibility requirements, funding, evaluation process and application procedure
- ❑ Inform stakeholders of changes to programs
- ❑ Document the grant application process to improve transparency, efficiency and effectiveness

# Overview of Grant Programs

- ❑ Grant funds administered by DRPT support capital, operating or planning expenses.
- ❑ Capital expenses - long-term assets such as vehicles, transit facilities and infrastructure, machinery or heavy equipment.
- ❑ Operating expenses - transit operations, maintenance, repairs, and administrative costs.
- ❑ Planning expenses - studies of public transportation improvements such as service expansions.

# Overview of Grant Programs

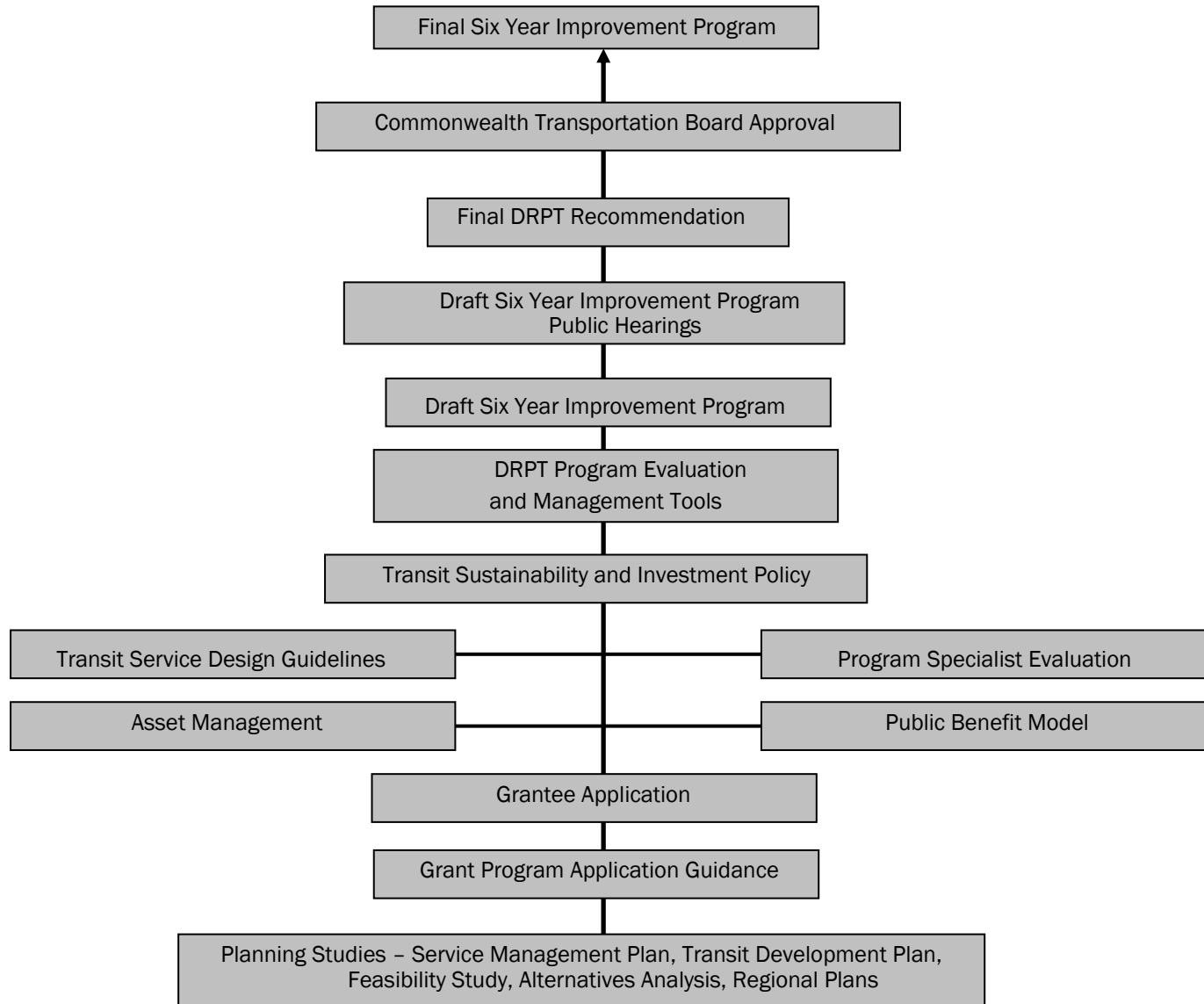
## Federal Programs

- ❑ FTA Section 5303 Metropolitan Planning
- ❑ FTA Section 5304 Statewide Planning
- ❑ FTA Section 5307 Small Urban Areas Program
- ❑ FTA Section 5310 Transportation for Elderly Persons and Persons with Disabilities
- ❑ FTA Section 5311 Rural and Small Urban Areas
- ❑ FTA Section 5316 Jobs Access and Reverse Commute Program (JARC)
- ❑ FTA Section 5317 New Freedom Program

## State Programs

- ❑ Operating Assistance
- ❑ Capital Assistance
- ❑ Intelligent Transportation Systems (ITS) Technology and Safety and Security
- ❑ Technical Assistance
- ❑ Public Transportation Intern Program
- ❑ TDM /Commuter Assistance
- ❑ Transportation Efficiency Improvement Funds (TEIF)
- ❑ Senior Transportation Program

# Six Year Improvement Program



# Grant Program Calendar

Grant Application Period (Except FTA 5303)	December - February 1
Review, Analysis & Evaluation of Applications	February – early March
Development of Draft SYIP	Late Feb. – early March
Draft SYIP Hearings	March – May
CTB Approval of Final SYIP	June
Execution of Grant Agreements	Beginning July 1 for state programs and October 1 for federal programs

# Transit Sustainability and Investment Policy

- ❑ Transit Sustainability and Investment Policy (TSIP)
  - provides a framework for the efficient and effective expenditure of transit funds and for realizing the highest return on investment
  - intended to assist the Board, local policy-makers, and stakeholders in their reviews and decision making processes for funding requests submitted to DRPT through the use of evaluation tools
- ❑ Anticipate approval by CTB on October 16, 2008



# TSIP Evaluation Tools

- ❑ Asset Management
  - Strategic and systematic process of operating, maintaining, and expanding physical assets effectively through their life cycle
- ❑ Transit Service Design Guidelines
  - Provide guidance on the actions and conditions necessary to effectively implement and operate new transit service
- ❑ Capital Project Programming and Evaluation Process
  - The process that DRPT utilizes to determine the funding allocation recommendations to the Board
- ❑ Operating Maintenance of Effort
  - Require that local spending on transit operations is maintained from year to year; not reduced by increased state aid.
- ❑ Program Guidance
  - Shall develop, maintain, and distribute program guidance for all transit programs administered by DRPT.

# Program Application Guidance

## State Programs

- ☐ Operating Assistance
- ☐ Capital Assistance
- ☐ Intelligent Transportation Systems (ITS) Technology and Safety and Security
- ☐ Technical Assistance
- ☐ Public Transportation Intern Program
- ☐ TDM /Commuter Assistance
- ☐ Transportation Efficiency Improvement Funds (TEIF)
- ☐ Senior Transportation Program

# Operating Assistance

- ❑ Formally known as “Formula” program
- ❑ State match ratio – typically 40-50% of eligible expenses
- ❑ Evaluation process - DRPT validates expenses and revenues, determines eligibility, reviews data submitted for previous year and any audited financial statements.
- ❑ Allocation based upon formula – using certified expense data, maximum eligibility test and maintenance of effort test
- ❑ Funding available for new transit service – application must address Transit Service Design Guidelines and planning requirements. Percentage adjustment made to certified expenses based upon increase in revenue miles (no adjustment if less than 5%)

# FY10 Operating Assistance Calculation - Adjustment for Significant Service Expansion

<b>Example Transit System</b>					
Revenue Miles Operated in FY08:	950,000				
Revenue Miles Proposed to be Operated in FY10:	1,026,000				
Percentage Increase:	8.00%				
FY08 Certified Operating Expenses:	\$ 6,500,000				
Formula Calculation of FY10 Grant:	\$ 6,500,000	X	20.40%	=	\$1,326,000
	8.00%				
FY08 Certified Operating Expenses - Adjusted:	\$ 7,020,000				
Formula Calculation of FY10 Grant - Adjusted:	\$ 7,020,000	X	20.39%	=	\$1,431,378
	Net Increase in FY10 Grant:				\$ 105,378

# Capital Assistance

- ❑ State match ratio – varies, FY08 and FY09 approximately 65%
- ❑ Eligible expenses – Preventative maintenance is not eligible
- ❑ Evaluation criteria – baseline criteria for all projects includes:
  - **Project Justification** – explanation of need/problem (consistency w/ Asset Mgmt.)
  - **Planning** – documentation that sufficient planning conducted
  - **Project Scope** – approach to addressing need/problem
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of project management team, ability to execute
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** - ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** - applicant's approach to measuring performance and evaluating the results of the capital project(s) (ex. Service reliability)

Replacement/Rehabilitation of existing equipment – evaluated against baseline criteria + asset management + capital budgeting

Transit New Starts – evaluated against baseline criteria + transit service design guidelines + public benefit model

# Capital Assistance

- ❑ Allocation process - FY10 hierarchy of criteria for capital funds:
  - **Tier 1: Replacement/Rehabilitation of equipment and facilities** - Encompasses fully equipped vehicles (including fareboxes, radios, etc.). Does not include service vehicles used for agency purposes.
  - **Tier 2: New facilities, new service or service expansions** – New capital assets to be procured.
  - **Tier 3: Discretionary programs** – All other activities based upon available funding, needs and program guidelines.

State match ratio is calculated based upon amount of funding available divided by amount needed to support non-federal share of all eligible projects. DRPT will use other available funds (federal and bond money) to increase the match ratio using hierarchy of criteria and funding eligibility.

# ITS, Safety and Security

- ❑ Formally known as “Demonstration/Experimental”
- ❑ Maximum state match ratio – 95%
- ❑ Eligible expenses – administrative, capital costs for equipment and materials, operating costs, planning
- ❑ Evaluation criteria:
  - **Project Justification** – explanation of need/problem
  - **Planning** – documentation that sufficient planning conducted (not necessary if application is for conducting a plan)
  - **Project Scope** – approach to addressing the need/problem
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of project management team, ability to execute
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** - ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** - applicant’s approach to measuring performance and evaluating the results of the project/plan (ex. Service delivery)

# Technical Assistance

- ❑ Maximum state match ratio – 50%
- ❑ Eligible expenses:
  - Capital and/or Operating Financial Plans
  - Comprehensive Operations Analysis
  - Management and Performance Evaluations
  - Procurement Reviews
  - Transit Development Plans
  - Transportation Demand Management Plans
  - Public Transportation or Commuter Assistance Related Services
  - Equipment Purchases
  - Industry Peer Reviews
  - Marketing Plans/Programs
  - Project Assessments
  - Strategic Plans
  - Feasibility Studies
- ❑ Evaluation criteria:
  - **Project Justification** – explanation of need/problem
  - **Planning** – documentation that sufficient planning conducted (not necessary if application is for conducting a plan)
  - **Project Scope** – approach to addressing the need/problem
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of project management team, ability to execute
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** - ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** - applicant's approach to measuring performance and evaluating the results of the project/plan (ex. Service improvements)



# Public Transportation Intern

- ❑ Maximum state match ratio – 95%
- ❑ New area of emphasis: Bring in new professionals to the industry. Not to be used for filling vacant positions.
- ❑ New Requirement - intern must provide written report to DRPT documenting internship experience
- ❑ Evaluation criteria:
  - **Project Scope** – definition of intern program and agency functions intern will be involved in
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of intern coordinator responsible for supervising intern
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** – ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** – approach to measuring performance and evaluating the results of the internship (ex. Taking job in Public Transportation)

# Transportation Demand Management/ Commuter Assistance

- ❑ Maximum state match ratio – 80%
- ❑ Evaluation criteria:
  - **Program Scope** – approach to implementing annual work program
  - **Program Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of program management team, ability to execute
  - **Program Budget** – ability to execute scope within program budget
  - **Program Schedule** – ability to execute scope within program schedule
  - **Monitoring and Evaluation Plan** – approach to measuring performance and evaluating the results of the program (ex. VMT reduction)

DRPT also validates expenses and revenues, determines eligibility of expenses, reviews data submitted for the previous year and any audited financial statements.

# Transportation Efficiency Improvement Fund (TEIF) Projects

❑ Maximum state match ratio – 80%

❑ Evaluation criteria:

- **Project Justification** – explanation of need/problem
- **Planning** – documentation that sufficient planning conducted (not necessary if application is for conducting a plan)
- **Project Scope** – approach to addressing the need/problem
- **Project Readiness** – ability to initiate and advance project in FY funds requested
- **Technical Capacity** – identification of project management team, ability to execute
- **Project Budget** – ability to execute project scope within project budget
- **Project Schedule** - ability to execute project scope within project schedule
- **Monitoring and Evaluation Plan** - applicant's approach to measuring performance and evaluating the results of the project (ex. VMT reduction)

# Senior Transportation Program

- ❑ New program - supports operating expenses for new transportation services for adults 60 years of age and older. Objective is to increase quality and quantity of coordinated transportation services for older adults.
- ❑ Maximum state match ratio – 95% (projects between \$5K - \$10K)
- ❑ Eligible expenses – voucher programs, volunteer driver, travel training, new and/or expanded coordinated transportation services for older adults
- ❑ Evaluation criteria:
  - **Project Justification** – explanation of need/problem
  - **Planning** – documentation that sufficient planning conducted (not necessary if application is for conducting a plan)
  - **Project Scope** – approach to addressing the need/problem
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of project management team, ability to execute
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** - ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** - applicant's approach to measuring performance and evaluating the results of the project/program (ex. New riders)

# Program Application Guidance

## Federal Programs

- ☐ FTA Section 5303 - Metropolitan Planning
- ☐ FTA Section 5304 - Statewide Planning
- ☐ FTA Section 5307 - Small Urban Areas Program
- ☐ FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities
- ☐ FTA Section 5311 - Rural Areas
- ☐ FTA Section 5316 - Jobs Access and Reverse Commute Program (JARC)
- ☐ FTA Section 5317 - New Freedom Program

# FTA Section 5303

## Metropolitan Planning

- ❑ Maximum federal match ratio – 80%
- ❑ Maximum state match ratio – 10%
- ❑ New areas of emphasis - **Transit Development Plans, Comprehensive Operations Analysis** and **Long Term Vision Plans** for public transportation operators and **Long Term Plans** for commuter assistance agencies.
- ❑ Evaluation criteria:
  - **Project Justification** – explanation of need/problem
  - **Planning** – documentation that sufficient planning conducted (not necessary if application is for conducting a plan)
  - **Project Scope** – approach to addressing the need/problem
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of project management team, ability to execute
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** - ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** - applicant's approach to measuring performance and evaluating the results of the plan (ex. Service improvements)

# FTA Section 5304 Statewide Planning

- ❑ Maximum federal match ratio – 80%
- ❑ Maximum state match ratio – 10%
- ❑ New areas of emphasis - **Transit Development Plans, Comprehensive Operations Analysis** and **Long Term Vision Plans** for public transportation operators in rural and small urban areas.
- ❑ Evaluation criteria – program does not require an application. DRPT will evaluate projects based upon criteria from program the project originally applied to

# FTA Section 5307

## Small Urban Areas Program

- ❑ Maximum federal match ratio - 50 percent for net operating expenses
- ❑ Evaluation criteria – program does not require an application. DRPT will evaluate Operating Assistance applications submitted by small urban public transportation providers to determine allocations for the 5307 program.



# FTA Section 5310

## Transportation for Elderly Persons and Persons with Disabilities

- ❑ Maximum federal match ratio – 80%
- ❑ Evaluation criteria:
  - Request for replacement vehicle evaluated on age, condition and mileage. DRPT is extremely reluctant to replace vehicles before end of useful life (minimum 4 years or 100,000 miles).
  - Service area has documented need for transportation for elderly and persons with disabilities.
  - Service plan includes a maximum utilization of vehicles for transporting transit dependent elderly and/or passengers with disabilities in the area, ridership projections, and trip purposes.
  - Creation of service coordination partnerships among transportation providers and/or organizations.
  - Implementation of a sound comprehensive service management plan.
  - Financial and management capabilities, particularly in assuring capital match and operating funds.
- ❑ Applications evaluated against point system. Applications with score of at least 70% of maximum possible total score considered for funding.
- ❑ Applications forwarded to State Interagency Transportation Council (Departments of Rehabilitative Services; Aging; Blind and Vision Impaired; Medical Assistance Services; Mental Health, Mental Retardation and Substance Abuse Services; Social Services; Health; Office of Community Integration (Olmstead Initiative) and the Virginia Board for People with Disabilities) for review and comment.

# FTA 5311

## Rural Areas

- ❑ Maximum federal match ratio – 50% of net operating expenses. 80% of eligible capital expenses after operating costs are funded.
- ❑ Evaluation criteria – operating expenses evaluated against same criteria as state Operating Assistance program. Capital expenses evaluated against same criteria as state Capital Assistance program.

- ❑ Maximum federal match ratio – 50% for operating assistance projects. 80% for capital equipment projects and capital planning/mobility projects.
- ❑ Historically, all funds have gone towards operating.
- ❑ Evaluation criteria - operating expenses evaluated against same criteria as state Operating Assistance program.

# FTA 5317

## New Freedom

- ❑ Maximum federal match ratio - 50% for operating assistance projects. 80% for capital equipment projects and capital planning/mobility projects.
- ❑ Maximum state match ratio – 45% for non-federal share for operating and capital
- ❑ Emphasis areas:
  - **First Priority** - Operating assistance to current Section 5311 recipients.
  - **Second Priority** - Capital projects for existing systems. Prioritized on the following basis:
    - Replacement of worn-out or unsafe revenue vehicles
    - Purchase of additional vehicles to meet demonstrated capacity problems on current routes
    - Purchase of vehicles for the expansion of existing services
    - Purchase of miscellaneous capital equipment
  - **Third Priority** - Operating and capital for new rural systems
- ❑ Evaluation criteria: operating expenses evaluated against same criteria as state Operating Assistance program. Capital expenses evaluated against same criteria as state Capital Assistance program.

# Next Steps

- ☐ Comments on Draft Program Application Guidance Due October 10th
- ☐ Final Program Application Guidance November 14th

# Questions?



Virginia Department of Rail and Public Transportation

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***The Smartest Distance Between Two Points***